



Mike DeWine, Governor
Jon Husted, Lt. Governor

Office of Budget and Management

Kimberly Murnieks, Director

MEMORANDUM

April 12, 2023

TO: Fiscal Officers
All State Agencies, Offices, Boards,
Commissions, and Higher Education Facilities

FROM: Melvin Striblin, Deputy Director *MS*
Rae Ann Estep, Deputy Director *Rae*
Financial Support Services

SUBJECT: Fiscal Year-End Updates

This memorandum is to provide fiscal officers with the year-end processing deadlines and other information pertinent to fiscal year ending June 30, 2023. This information will be available on www.obm.ohio.gov and State News and Events of MyOhio.gov.

The keys to a successful fiscal year-end are planning, coordination, and communication. It is imperative that fiscal officers communicate this information with all pertinent parties, plan the appropriate actions and their timing, and coordinate with the Office of Budget and Management (OBM) as needed to “clean up” transactions prior to year-end close. If you have not already designated an individual in your fiscal office as the point of contact to OBM Financial Support Services (FSS), please forward the appropriate name, telephone number, and e-mail address to Christopher Sargent at christopher.sargent@obm.ohio.gov.

The Ohio Administrative Knowledge System (OAKS) Travel and Expense module and OBM Financial Support Services year-end processing deadlines for participating agencies are below.

Requisition and Purchase Order Processing

The last day to enter a requisition or change order in OhioBuys and OAKS is **Wednesday, June 21, 2023**. For a requisition to source to a Purchase Order, the requisition must be fully approved, including all special approvals, by Wednesday, June 21, 2023. Those approved requisitions must then source to a PO and pass budget check no later than close of business June 21, 2023. Any requisitions that do not meet these requirements will need to be re-entered as a FY 2024 requisition.

Change orders that have not been approved, sourced, and successfully budget-checked by the close of business on June 21, will result in the corresponding requisition/Purchase Order not having a valid status and will need to be re-entered as a FY 2024 requisition. The Department of Administrative Services (DAS) strongly recommends that requisitions and change orders be

entered well in advance of June 21 to allow adequate time for internal and special approvals, sourcing, and budget check. This extra time allows for the approval process, as well as the correction of any possible sourcing and/or budget errors. Purchase Orders created in this fiscal year that do not pass a valid budget check will be canceled/closed. Please contact either Ken Ball via Microsoft Teams or email kenneth.ball@das.ohio.gov, or Krista Holcombe via Microsoft Teams or email krista.holcombe@das.ohio.gov if you have any questions.

Voucher Processing

The last day for agencies to enter accounts payable vouchers is **Wednesday, June 21, 2023**. The last day to approve accounts payable vouchers, including attaching documentation in OAKS, is **Thursday, June 22, 2023**. However, agencies should be aware that vouchers approved near the deadline may not have an opportunity to be corrected should they be denied by FSS for any reason. Please refer to the attached calendar for a complete list of significant processing deadlines. If you have special processing needs, please contact Christopher Sargent at (614) 338-4724 or e-mail christopher.sargent@obm.ohio.gov.

OBM Financial Support Services - Participating Agency Voucher Processing

In order to comply with FSS's voucher processing timeline, the last day FSS will accept invoices for 2023 processing is **Wednesday, June 14, 2023**. The last day for fiscal officers to approve FSS entered vouchers is **Thursday, June 22, 2023**. Please refer to the attached calendar for a complete list of significant FSS processing deadlines. If you have any questions, please contact us at 1-877-644-6771 or e-mail obm.shareservices@obm.ohio.gov.

Travel and Expense

The last day to submit Travel Authorizations and Travel Expense Reports is **Tuesday, June 13, 2023**, and the last day to approve is **Thursday, June 15, 2023**. All open, unpaid FY 2023 unapproved travel activity will be deleted by close of business **Thursday, June 22, 2023**. If you have any questions, please contact us at 1-877-644-6771 or e-mail obm.shareservices@obm.ohio.gov.

Deposits/Payments

Deposits/Payments will be processed through **12 p.m. Friday, June 30, 2023**. Every effort should be made to deposit revenue prior to June 30, 2023. The agency should review all transactions to ensure they have been processed and approved. All deposits that are incomplete should be corrected as soon as possible. At the close of business on June 30, all unposted deposits/payments will be deleted. The queries OH_AR_FYE_INCOMPLETE_DEPOSITS and OH_AR_FYE_DEPOSIT_NOT_REV can be run to monitor deposits and payments in the Accounts Receivable module in OAKS. The path in OAKS FIN to get to query viewer is: NavBar > Navigator > Reporting Tools > Query > Query Viewer. OBM will journal generate AR transactions with AR Budget Check run (8 a.m.; 11 a.m.; 3 p.m.) as well as nightly beginning on **June 23, 2023**. If you have any questions, please contact OBM.RevenueDeposits@obm.ohio.gov.

Accounts Receivable Pending Items

Pending Items will be processed until **Friday, June 30, 2023**. Every effort should be made to process pending items prior to June 30 to ensure they have been posted. All pending items in error should be corrected as soon as possible. The query OH_AR_FYE_PEND_ITEM_NOT_POSTED can be run to monitor pending items that have not been posted in the Accounts Receivable module in OAKS. The path in OAKS FIN to get to query viewer is: NavBar > Navigator > Reporting Tools > Query > Query Viewer. If you have

any questions, please contact Amber Pugh at (614) 644-5214, or e-mail amber.pugh@obm.ohio.gov.

Controlling Board

The Controlling Board is scheduled to meet for the last time in FY 2023 on **Monday, June 12, 2023**. If your agency requires Controlling Board approval to complete a fiscal transaction prior to June 30, please be sure to coordinate with FSS to ensure that there is sufficient time to encumber and process payments this fiscal year. If you have any questions, please contact Amber Pugh at (614) 644-5214, or e-mail amber.pugh@obm.ohio.gov.

Processing Payroll

The last payday for FY 2023 will be June 30, 2023. Agencies must have cash available on **Wednesday June 28, 2023** to ensure payroll is processed properly. **Note: Payroll pay date June 30, 2023, will get a Journal date of June 24, 2023, and will budget check against FY 2023 appropriation.**

Corrections

Transactions with errors for FY 2023 cannot be corrected in FY 2024. Review your coding information on disbursement and revenue documents to correct FY 2023 errors prior to FY 2024.

- Review revenue documents, inquiries, and reports to verify that the correct funds and revenue account codes were credited. No modifications will be accepted after **10 a.m. on Thursday, June 29, 2023**. No FY 2023 account coding errors may be corrected after the June 30 close. Every effort should be made to submit revenue modifications before June 29, 2023.
- All payroll corrections must be submitted for July 1, 2022 – May 31, 2023, by **Friday, June 2, 2023**. Payroll corrections for the June 2023 pay dates must be complete by **Wednesday, June 28, 2023**.

If you have any questions, please contact Amber Pugh at (614) 644-5214 or e-mail amber.pugh@obm.ohio.gov.

OAKS and OhioBuys Availability

Based on user security, OAKS will be available to agencies from 6 a.m. to 11:59 p.m. for entering fiscal transactions, which includes the weekends of June 3-4; June 10-11, June 17-18, and June 24-25. OAKS will not be available to agencies after 12 p.m. **Friday, June 30, 2023**, once all revenue documents have been accepted. This will allow FSS adequate time to process current year transactions and make OAKS available as early as possible after year-end processing and close.

OhioBuys purchasing roles will be turned off at 5 p.m. on Wednesday, June 21. Users will need to resolve all pending items with budget dates in FY 2023 on or before June 21 (including integration errors, budget errors, incomplete change orders, and incomplete purchase requisitions). Users will have “view only” access in OhioBuys beginning June 21 once roles are shut off. Users will regain editing rights when OhioBuys and OAKS reopen. Between June 22 – 30, OhioBuys users will still be able to create and manage sourcing events, contracts, exceptions, etc. Users should not have any solicitations or inquiry end dates closing on June 30 or July 1.

Emergencies

If unusual or emergency situations occur on or after the deadlines, contact Christopher Sargent at (614) 338-4724 or e-mail christopher.sargent@obm.ohio.gov.

Service Location

All requisitions and encumbrances with a budget date of July 1, 2023, and beyond must have a Service Location.

JUNE 2023	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		29	30 -Continue daily monitoring of open/unpaid vouchers using reports and guidance in Agency Month-End Checklists	31 - PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted	1	2 -Payday -Last day for payroll corrections for PRIOR pay dates (7/1/22 – 5/31/23) (by 4:30 p.m.)	3 -OAKS up 6 a.m. – 11:59 p.m.
	4 OAKS up 6 a.m. – 11:59 pm	5	6	7	8	9 -Last day for FSS to receive Supplier Self-Registrations and Supplier Updates needed to process vouchers and requisitions to ensure entry in FY 2023 (5 p.m.)	10 OAKS up 6- a.m. – 11:59 p.m.
	11 OAKS up 6 a.m. – 11:59 p.m.	12 -Last Controlling Board Meeting - coordinate FY 2023 actions with FSS	13 -Agency and Central Security Designee roles shut off – no more changes to user security -Last day to create & submit Travel Authorizations -Last day to create & submit Travel Expense Reports	14 -PAYROLL LIQUIDATION CASH MUST BE AVAILABLE -Payroll Journals must be posted -Last day to submit reversal voucher requests to FSS (4:30 p.m.) -Last day for participating agencies to submit invoices to FSS for FY 2023	15 -Last day for agency supervisors to approve Travel Authorizations and Travel Expense Reports -Last day to load OAKS FIN Agency Budgets. Note: Journal date <u>must</u> be 7/1/2023	16 -Payday -Last day for FSS to pre-audit Travel Expense Reports -Last day to submit warrant & EFT cancellation forms & warrant stop payment forms to FSS for entry in FY 22 (4:30 p.m.)	17 OAKS up 6 a.m. – 11:59 p.m.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JUNE 2023	18 OAKS up 6 a.m. – 11:59 p.m.	19 -State Holiday	20	21 -Last day for agencies to enter and approve requisitions and change orders -Last day for agencies to enter AP vouchers -Last day FSS will process vouchers for participating agencies -Last day to submit vouchers that FSS enters (4:30 p.m.) -Journal Vouchers must be entered no later than 5 p.m. -Last day for inbound INF02 interface files -Last day to load new EDI invoices/vouchers -Last voucher build for approved Pcard transactions	22 -Last day for agency-level AP voucher approval and to fix vouchers in budget error -Last day for agency FBAs to change coding on expense reports approved for payment and non-travel approvers to approve expense reports -All open, unpaid FY 2023 AP vouchers will be deleted after the end of the business day	23 -Last day for agency Chartfield requestor and approver roles -Last daily pay cycle run: All approved vouchers with no errors/problems will pay on 6/27/23 (in this pay cycle), regardless of the scheduled due date -All open, unpaid FY 2023 unapproved travel activity will be deleted	24 OAKS up 6 a.m. – 11:59 p.m.
	25 OAKS up 6 a.m. – 11:59 p.m.	26 -Last day to enter assets or perform asset transactions including disposal approvals	27	28 -Payroll liquidation cash must be available -Payroll Journals must be posted -Last day for payroll corrections for June pay dates (by 4:30 p.m.) -Last day E-Revenue for credit cards will be loaded into OAKS	29 -Last day for revenue mods and RHR's. No mods after 10 a.m. -Last day for agency-level journal spreadsheet approval	30 -Payday -Cancel any Accounts Receivable deposits/payment OAKS will be inactive as soon as revenue has posted – approximately noon	